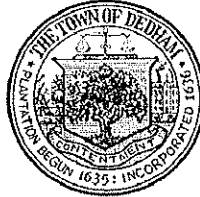


James A. MacDonald, Chairman
Carmen E. Dellolacono, Vice Chairman
Michael L. Butler
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Dennis J. Teehan, Jr.



TOWN OF DEDHAM
Board of Selectmen

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TOWN OF DEDHAM TOWN MANAGER

SEWER INFLOW REMOVAL PROGRAM DOOR-TO-DOOR INSPECTION POLICY

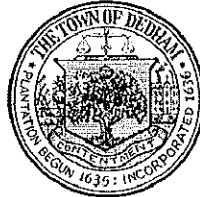
I. Introduction

The Town of Dedham has initiated a program to reduce the amount of groundwater (infiltration) and rainwater (inflow) entering the Town's sewer system. Inflow comes from sources such as roof gutters, yard and driveway drains, and sump pumps that are improperly connected to the sewer system. The flow contributed by these sources is clean water that does not require treatment. However, when this clean water enters the sewer system, it may contribute to sewer backups and overflows and results in increased sewer rates for all. Due to these and other adverse impacts, these connections are prohibited.

The Town, through its Department of Infrastructure Engineering (hereinafter referred to as the "Department") is conducting an extensive investigation of the sewer system to identify and eliminate sources of infiltration and inflow. As part of this investigation, the Department has made arrangements with an outside consultant, Weston & Sampson, to send teams of inspectors to inspect private properties for the purpose of identifying prohibited connections. At this time, participation in the program is voluntary and, the Town is not currently mandating that property owners submit to such an inspection. Those who do, however, will receive amnesty insofar as they will not be subjected to fines or penalties that may arise as a result of having a prohibited connection, while those who do not participate may not receive such amnesty in any future inspection programs.

In order to ensure that such inspections are conducted in a manner that protects the safety of residents and the Town's consultants, and to ensure that such inspections do not unnecessarily infringe upon individual rights of privacy, the Town Manager hereby adopts this policy establishing a protocol for conducting prohibited sewer connection inspections.

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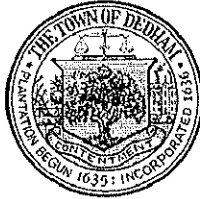
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II. Registration

1. Every person intending to conduct inspections of private property must first register with the Chief of Police at least fourteen (14) days prior to conducting the first inspection by submitting an application on a form provided by the Chief.
2. The application shall include the following information:
 - Name;
 - Address for all places of residence within the last three years;
 - Date of birth;
 - Name and address of all employers within the last three years;
 - A recent photograph of the applicant; and
 - Make, model, registration number and owner of any vehicle to be used while conducting inspections.
3. The applicant shall complete a Cori Acknowledgment form authorizing the Chief or his designee to access the applicant's conviction and criminal case data.
4. Consistent with the Town's CORI Policy, following notification to an individual and an opportunity to dispute the criminal history findings, the Police Chief shall refuse to register an individual who has been convicted of murder/manslaughter, rape, robbery, arson, burglary/breaking and entering, assault, larceny, firearms charges and drug distribution charges, as such persons pose a substantial degree of dangerousness to minors and other persons vulnerable to becoming victims of the violent crimes so listed. The Police Chief shall also refuse to register a person who is a sex offender required to register with the Sex Offenders Registry Board and who is finally classified as Level 2 or Level 3 Sex Offender, as such persons have been found to have a moderate to high risk of re-offense and pose a substantial degree of dangerousness to minors and other persons vulnerable to becoming victims of sex crimes.

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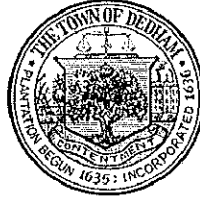
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5. The Police Chief, after a review, shall furnish each person accepted into the program with a registration card which shall contain the following information:
 - The name of the person;
 - Expiration date;
 - A recent photograph;
 - A statement that the individual has been registered with the Town of Dedham.
6. Registration cards are non-transferable and are valid only for the specific applicant and for the specific period of time specified by the Chief.
7. The Chief may revoke the registration of any person who violates any provision of this policy or who is found, after investigation by the Chief or his designee, to have conducted himself in a threatening, abusive or illegal fashion in the course of participating in the inspection program.

III. Pre-Inspection Procedure

1. At least seven days prior to beginning inspections in a particular area, all residents in that area shall receive a targeted mailing containing an explanation of the program and the purposes of the inspection. Said mailing shall include an outline of this Policy and directions for accessing the full policy on the Town's website.
2. All property owners in the targeted area shall be informed of the starting and ending dates for inspections in their area. No inspections shall be conducted before or after those dates unless a property owner makes an individual appointment.
3. Prior to the commencement of inspections, the Chief shall be provided with a schedule of when each area of the Town is to be inspected.
4. Property owners shall be given a telephone number or e-mail address by which they can contact the Department to schedule an inspection. Property owners shall also be given the option of submitting an inspection report from a licensed plumber of their choosing in lieu of inspection.

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5. Property owners shall be informed that participation in this program is voluntary and that no one is being compelled to allow inspectors to enter their property. Property owners shall be further informed that those who participate will receive amnesty with regard to any applicable fines or penalties that may arise as a result of having an illicit connection, while those who do not participate will not receive such amnesty.

IV. Inspection Procedure

1. Persons engaging in inspections must display their Town issued registration card on the outermost portion of their clothing at all times while participating in the inspection program and show such card to any person whose property is subject to inspection or upon request of any police officer.
2. All inspections shall be conducted by teams of 2 registered individuals.
3. Inspections shall take place Monday through Friday, between 8:00 am and 7:00 pm, unless an individual property owner requests that the inspection occur outside of said days or hours.
4. Upon approaching any residential premises, the inspectors shall proceed directly to the front door, knock and announce the purpose of their visit. If the door is opened, the inspectors shall not enter the premises until they have explained the purpose of their presence to the owner or other legal occupant, and provided them with a fact sheet provided by the Department, which fact sheet shall include a telephone number that the owner or occupant can call to confirm the identity of the inspectors.
5. No inspector shall enter any portion of private property beyond the driveway and/or walkway leading to the front door, including but not limited to rear and side yards, without the express written consent of the owner or occupant of the premises. Consent must be obtained, in writing, on a form provided by the Chief, which must be signed by an adult over the age of 18. Prior to asking for consent, the inspectors shall clearly inform the owner or occupant that they may withhold consent for any reason, and that they may schedule a more convenient time for the inspection to take place.

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6. If the owner or other adult occupant is not present, the inspectors shall immediately and peacefully depart from the premises. The inspectors shall not accept consent from any person under the age of 18 or from who they reasonably believe does not have the capacity to consent.
7. The inspectors shall immediately and peacefully depart from the premises, whether invited or not, when requested to do so by the owner or occupant.
8. Inspectors shall not enter any area of the premises which are not reasonably likely to contain evidence of a prohibited sewer connection and they shall not enter any area of the premises if prohibited from doing so by the owner or occupant.
9. Inspectors may take photographs of illicit sewer connections with the express written consent of the owner or occupant. No other photographs of the premises or its occupants may be taken.
10. No inspector shall conduct himself in a threatening, abusive or illegal fashion in the course of participating in the inspection program.
11. Once consent is given, no person shall threaten, abuse or harass the inspectors, and the inspectors may terminate the inspection for any reason they deem necessary.
12. Upon conclusion of the inspection, the inspectors will prepare a written report detailing the date of the inspection, the time the inspection began, the time it concluded, all areas inspected and the inspectors' findings. The duly executed consent form and any photographs taken shall be appended to the report, and the report will be sent to the property at the conclusion of the program.
13. If the inspectors are unable to obtain consent of the owner or occupant or if the inspection is not completed for any reason, the Department shall follow-up with the owner by mailing notice of the date and time of the attempted inspection and inviting the owner to schedule an inspection at another time.

Nancy A. Baker
Interim Town Manager

May 20, 2014
Date Adopted